

**Motor Vehicle Division  
PO Box 13044  
Austin, TX 78711-3044  
TOLL-FREE (877)366-8887**

MVD Use Only  
GDN: \_\_\_\_\_  
F#: \_\_\_\_\_  
Exp: \_\_\_\_\_  
Init/dt: \_\_\_\_\_

**FRANCHISED NEW MOTOR VEHICLE DEALER'S LICENSE APPLICATION**

**1.A. BUSINESS NAME:**

**B. ASSUMED NAME/DBA (Name under which this location will operate):**

**C. PHYSICAL ADDRESS:** ☐ Lease ☐ Sublease ☐ Own

**CITY:**

**ZIP:**

**COUNTY:**

**D. TAX ID#:**

**EIN:**

**E. NUMBER OF SHOWROOMS AT THIS ADDRESS:**

**NOTICE:**

**A SEPARATE FRANCHISE LICENSE IS REQUIRED FOR EACH SHOWROOM USED TO EXHIBIT, SELL, OR SERVICE NEW MOTOR VEHICLES.**

**F. PREVIOUS PHYSICAL ADDRESS (RELOCATIONS ONLY):**

**CITY:**

**ZIP:**

**COUNTY:**

**G. MAILING ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**H. TELEPHONE NUMBER:**

**FAX:**

**I. EMAIL ADDRESS:**

Email addresses are confidential (see instructions).

**J. CONTACT NAME AND PHONE NUMBER:**

**2. CURRENT GDN (P NUMBER) AND FRANCHISE LICENSE NUMBER (if applicable):**

**3. GDNS BEING APPLIED FOR (Check all that apply):** ☐ Motor Vehicle ☐ Motorcycle ☐ Towable RV ☐ Trailer

**4. FEES:**

**Franchised New Motor Vehicle Dealer's License Fee if this is a SALES AND SERVICE facility:** **\$181.00:** \$

**DA**

**Franchised New Motor Vehicle Service-Only License Fee if this is a SERVICE-ONLY FACILITY without a showroom:** **\$103.00:** \$

**DA**

**General Distinguishing Number License Fee (not required if application is for relocation within current city limits):** **\$500.00 FOR EACH BOX CHECKED IN ITEM 3, ABOVE:** \$

**GN**

**Metal Dealer License Plate:** \_\_\_\_\_ @ **\$47.30 each:** \$

**DP**

**PLEASE LIST THE QUANTITIES OF EACH TYPE OF PLATE YOU REQUIRE:**

**GRAND TOTAL:** \$

**Motor Vehicle:** \_\_\_\_\_ **Motorcycle:** \_\_\_\_\_  
**or Trailer**

**BUSINESS NAME / DBA:**

**5. NAME(S) OF PERSONS WHO WILL SERVE AS GENERAL MANAGER AND DEALER PRINCIPAL:**

General Manager

Dealer Principal

**6. MANUFACTURERS/ DISTRIBUTORS, LINE-MAKES, AND TYPES TO BE SOLD UNDER FRANCHISE** (attach additional sheets if necessary):

**Type Codes:** AA – Passenger Auto Only  
BS – Bus  
FT – Fire Truck  
MC – Motorcycle  
MH – Motor Home  
TR – Towable RV

AB – Ambulance  
CT – Passenger Auto AND Light Truck  
HT – Heavy Truck  
MS – Motor Scooter/Moped  
NV – Neighborhood Vehicle

AT – ATV  
EN – Engine  
LT – Light Truck Only  
MT – Medium Truck  
OT – Other

[illegible]

**7. LICENSE NUMBERS (if applicable) AND STREET ADDRESSES OF ALL OTHER LOCATIONS.** List all other locations where business will be conducted, including used car lots owned or operated by the dealership. Specify the activity (sales, service, etc.) that occurs at each location (attach additional sheets if necessary) For supplemental locations you are required to submit all required documentation for each location :

8. Has the Motor Vehicle Division or the Vehicle Titles and Registration Division ever licensed applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for stockholders of publicly-traded companies) to act in any capacity in Texas? If so, give the name(s) in which license(s) was/were issued and last effective year on a separate sheet.

☐ YES  
☐ NO
  9. Has any license issued by the Motor Vehicle Division, the Vehicle Titles and Registration Division, or an agency of another state to the applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for stockholders of publicly-traded companies) ever been denied, revoked, or suspended? If so, explain fully on a separate sheet.

☐ YES  
☐ NO
  10. Has the applicant or any partner, any LLC member or manager, or any director, officer, or owner (except for stockholders of publicly-traded companies) ever been found to have violated the Texas Occupations Code Chapter 2301 (formally Texas Motor Vehicle Commission Code) or Chapter 503 of the Transportation Code? If so, explain fully on a separate sheet.

☐ YES  
☐ NO
  11. **Does any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership? If so, explain fully on a separate sheet.**

☐ YES  
☐ NO

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**BUSINESS NAME/DBA:**

12. Is the dealership office located in a residential structure? If yes, describe the location of the office within the residence and any access from the office to the rest of the residence on a separate sheet. ☐ YES ☐ NO

13. Explain in your own words what this application is for (attach additional sheets if necessary):

14. This application is for (CHECK ALL THAT APPLY):

- ☐ **Changing business entity** (for example, corporation to partnership, corporation to LLC, etc.)
- ☐ **Moving an existing dealership or showroom to a new location** (show original and new addresses, including county, on Page 1)
- ☐ **Replacement dealership:** to qualify as a replacement dealership, ALL of the following requirements must be met:
- You must identify the prior dealership being replaced in the space below (dealership name, lines, and address):
  - The manufacturer of the lines to be sold must have given notice to MVD and its other dealers in the area within 60 days following the closing of the prior dealership that it intends to replace the prior dealership (ATTACH COPIES OF NOTIFICATION LETTERS);
  - The application is filed with MVD not later than one year following the closing of the prior dealership; and
  - The location of your proposed dealership is not greater than one mile from the location of the prior dealership.

**IF ANY OF THESE REQUIREMENTS ARE NOT MET, THIS IS NOT A REPLACEMENT DEALERSHIP AND MAY BE SUBJECT TO PROTEST.**

- ☐ **Buying an existing dealership facility from another dealer**  
Name, GDN, franchise license number, and address of selling dealer, and lines purchased:
- ☐ **Relocating lines purchased from an existing dealership**  
Name, GDN, franchise license number, and address of selling dealer, and lines purchased:
- ☐ **Establishing a new dealership where none previously existed** (sales only, or sales and service)  
IF DEALERSHIP IS UNDER CONSTRUCTION, LIST EXPECTED DATE OF COMPLETION. \_\_\_\_\_
- ☐ **Adding a new showroom to an existing dealership** \_\_\_\_\_ EXPECTED DATE
- ☐ **Establishing a new service-only facility where no sales will take place** (you must also be licensed to sell all lines for which you provide warranty service)
- ☐ **None of the above** (explain below)

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**BUSINESS NAME/DBA:**

**REMEMBER: MISSING, INCOMPLETE, OR INACCURATE INFORMATION WILL DELAY  
PROCESSING OF YOUR APPLICATION.**

The applicant or an authorized agent hereby certifies under penalty of perjury that statements made above and on attachments hereto and documents submitted herewith are true, complete, and correct. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support. Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control. Applicant has complied with all applicable state laws and municipal ordinances.

Date:

Signature – Applicant or Authorized Officer

Title

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

**Privacy Statement**

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect. For inquiries call 512-416-4800.

## FRANCHISED NEW MOTOR VEHICLE DEALER'S LICENSE APPLICATION

### BUSINESS NAME/DBA:

#### 15. ATTACHMENTS TO THE APPLICATION (missing or incomplete attachments will delay application processing):

- ☐ **A. OWNERSHIP AND MANAGEMENT INFORMATION / POWER OF ATTORNEY DESIGNATING AGENT FOR SERVICE** – use attached Form LF601.
- ☐ **B. PROOF OF IDENTITY** - attach photocopies of driver's license(s) of the owner of the dealership, the president of the dealership, or the managing partner of the dealership.
- ☐ **C. ASSUMED NAME CERTIFICATES** – all applicants intending to operate under an assumed name must attach proof that the assumed name has been registered. **Corporations, LLCs, LPs, and registered limited liability partnerships must obtain these certificates from the Texas Secretary of State; only sole proprietors & general partnerships may provide a certificate from their county.**
- ☐ **D. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP** – if applicable.
- ☐ **E. MANUFACTURER/DISTRIBUTOR APPROVAL OF RELOCATION** – if this application pertains to a relocation of an existing dealership (fully-executed sales and service agreement for the new location or Evidence of Relocation form will suffice). LETTERS OF INTENT WILL NOT BE ACCEPTED.
- ☐ **F. SALES AND SERVICE AGREEMENT(S)** - a photocopy of the pages reflecting **ALL** parties to the agreement(s), the authorized signatures of the parties to the agreement(s), and the line-make of each motor vehicle to be sold and/or serviced, or MVD Evidence of Franchise form(s) signed by the manufacturer(s)/distributor(s). LETTERS OF INTENT WILL NOT BE ACCEPTED.
- ☐ **G. FINANCIAL STATEMENT** – A current financial statement or a copy of the statement filed with the manufacturer or distributor. If Applicant is a corporation, partnership, or LLC, the statement should be that of the business entity, not an individual, even if this is a new company.
- ☐ **H. SUMMARIES OF BUSINESS BACKGROUND AND EXPERIENCE** - cover the last eight years for each of the principal owners, the principal operator, and the general manager of the business.
- ☐ **I. DESCRIPTION OF PHYSICAL FACILITIES** – general description of the building and premises, approximate square footage allocated to vehicle display, sales and storage of parts and accessories, and number of service bays or work areas in the service department.
- ☐ **J. PHOTOGRAPHS** –
  1. Overall appearance of the building and lot (such as from across the street)
  2. Office areas where sales are finalized (show at least one desk, two chairs, a telephone, and a filing cabinet)
  3. Signage (showing business name or assumed name as listed on application – must be permanently mounted, visible from the street, with letters at least 6 inches high)
  4. Business hours posted at the main entrance.

If facilities are under construction, initial application processing can proceed, but photographs of the completed facilities are required before the license will be issued. (A purchase order for the sign will suffice)

- ☐ **K. CURRENT LEASE OR OWNERSHIP DOCUMENTS FOR THE PROPERTY. Acceptable documents include:**
  - ☐ Complete and current lease showing the physical address, the dealer or dealership as tenant or lessee, valid for at least one year [from the date of the application], and signed by both tenant (lessee) and landlord (lessor).
  - ☐ A copy of the property deed in the dealer's or business name, properly identifying the physical address of the property.
  - ☐ A current tax receipt showing the physical address and dealer's or business name.
  - ☐ If subleasing, provide lessors lease and landlord's consent to the sublease.

**If your documents describe the property by lot/block number, attach a statement certifying that the property description and the physical address are the same.**

- ☐ **L. STATEMENT OF AVERAGE INVENTORIES** – include new and used motor vehicles, parts, and accessories applicant intends to maintain for sale. State vehicle inventories in both dollar value and number of units.
- ☐ **M. STATEMENT OF NUMBER OF EMPLOYEES** – show separately the number to be employed as sales, parts, service, and administrative personnel.
- ☐ **N. NEW DEALERSHIPS, BUY/SELL, AND RELOCATIONS** – attach a city map pinpointing the new location(s). For relocations, also pinpoint the original location and attach a separate sheet stating the straight-line (as the crow flies) distance the dealership is moving from the original/existing location. **THE PROTEST PROCESS WILL NOT BE STARTED UNTIL WE HAVE RECEIVED YOUR DETAILED MAP.**
- ☐ **O. DEALER DEVELOPMENT STORES** – attach documentation showing that the dealer development candidate meets the requirements of Occupations Code §2301.476 and 43 TAC §8.113. See application instructions or contact MVD for a copy of the requirements.